CRIME ANALYSIS MANAGER

DEFINITION:

Under general direction to manage the activities and operation of the Sheriff's Crime Analysis Division, to include supervision of staff, establishment of policies and procedures, and to serve as a liaison with other criminal justice agencies on crime analysis efforts.

DISTINGUISHING CHARACTERISTICS:

The Crime Analysis Manager supervises the Crime Analysis Division. This class is distinguished from the next higher class, Law Enforcement Services Commander, in that the latter is a sworn officer responsible for the entire Law Enforcement Services Bureau. It is distinguished from the next lower class, Senior Crime Analyst, in that the latter is a lead-level worker characterized by the responsibility for independently analyzing countywide crime data, crime reports and other information, as well as, disclosing countywide patterns and trends of criminal activity using various illustrative and statistical methods.

EXAMPLE OF DUTIES:

Plans, organizes and directs the work of the Sheriff's Crime Analysis Division; develops and implements crime analysis principles, methods, and functions; prepares and monitors the budget for the Crime Analysis Division; coordinates needs assessments within the Crime Analysis Division to develop training in existing and revised policy and procedures; represents the Sheriff's Department on research, grant, and countywide initiatives; keeps abreast of new trends, innovations, methodology, and techniques in the field of crime analysis; reviews submitted reports and documentation for accuracy and thoroughness; effectively supervises subordinate employees, provides clear work instructions; reviews and evaluates employees job performance; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods and techniques used in research and analysis
- Data collection, statistical analysis and display
- Criminal justice system functions and processes
- Crime-related terminology
- Math, statistics and statistical analysis
- Software applications such as Excel, Word, Access and PowerPoint
- Research methodology for a variety of complex data
- Principles of automated information systems
- Principles and practices of supervision
- Methods and techniques of project management
- The General Management System in principle and practice.

Skills and Abilities to:

- Exercise independent judgment and initiative
- Problem solve and make effective decisions

- Analyze, coordinate, and utilize resources effectively to meet objectives
- Plan, direct, organize, coordinate, and evaluate the work of staff
- Compile, organize, analyze and interpret data
- Compile and interpret statistics
- Understand and apply complex concepts provided by management information systems
- Supervise, train, and perform general administrative tasks.
- Communicate clearly, concisely and effectively orally and in writing
- Establish and maintain effective working relationships with staff, other agencies and the public
- Work well under pressure

EDUCATION/EXPERIENCE:

Education, training and experience that demonstrate possession of the knowledge, skills and abilities stated above. An example of such education/experience is: A Bachelor's degree in Criminal Justice, Public Administration, Business Administration or a closely related field from an accredited college or university, AND five (5) years of experience in a Crime Analysis Unit or a related field, of which two (2) years must have been at the supervisory level. An advanced degree in Criminal Justice, Public Administration, Business Administration or a closely related field from an accredited college or university is highly desirable.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

License:

A valid California Class C driver license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Background Investigation:

Candidates will be subject to a thorough background check. Felony convictions are disqualifying. Misdemeanor convictions may be disqualifying depending on number, severity and recency.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

OFFICIAL CLASS SPECIFICATION

AUTHORIZED SIGNATURE
County of San Diego
Department of Human Resources

Manager _____

Analyst _____

Date _____